



## Castleton C of E Primary School

# Policy for the Administration of Medicines

January 2015

**In general, school staff cannot legally be required to administer medication or supervise a pupil taking it.**

However, all staff in school have a duty to act as any reasonable prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.

### **We will:**

- Administer prescription medicines during the school day if necessary (i.e. in cases where it would be detrimental to the child's health if it were not administered during the school day)
- Require parents to complete a consent form. Medicines must be supplied in the original container they were dispensed in.
- Devise Individual Medical Care Plans, with parents, for managing long-term medical needs.
- Appoint a 'named person' for the administration of medication that requires specialist training (e.g. Epipens)
- Allow older children to keep inhalers in their tray.
- For younger children keep inhalers readily available.
- Supervise the administration of inhalers.
- Store prescribed medication safely.

The parent must supply the medication clearly labelled with:

- Child's name
- Name of medicine
- Method, dosage & timing of administration.

### **We will not:**

- Administer non-prescription medication unless agreed with the Headteacher.
- Administer any aspirin or ibuprofen-based medicines unless prescribed by a doctor. This
- Administer inhalers-children should be taught to self-administer.

### Medication and off-site Activities

- A named member of staff has responsibility for management of medication. This person must be given all the relevant information in writing by the parents.
- Parents wishing their KS1/KS2 children to take full responsibility for their own inhalers must agree this with the Headteacher or the responsible adult.

- For residential visits, parents are asked to give written consent for the use of mild analgesics if required.

We ask parents to help by :

- Administering medicines out of school hours wherever possible.
- Offering to administer medication during the school day themselves.
- 'Training' inhaler users to self-administer.
- Ensuring that medicines are 'in date' and collecting medication no longer required.
- Ensuring that current and accurate medical information is passed to the office.

**Signed: Headteacher** ..... **Date:**.....

**Signed: Chair of Governors** ..... **Date:**.....

**Review Date January 2018**